

EV RELEASE Outside Agency Evidence Release

A. SCOPE

- A.1 The Washoe County Sheriff's Office Forensic Science Division provides service for many law enforcement agencies; therefore, the Evidence Section must receive and release evidence to agencies external to the Washoe County Sheriff's Office. The *Update Evidence Dispo* function is used for many purposes including the release of evidence items back to the originating submitting agency.

B. PROCEDURES

- B.1 To release evidence for outside agencies (non-WCSO), select *Update Evidence Dispo* from the *Evidence Main Menu*.

- B.2 Enter *Agency* code.
B.3 Enter *Case Number*.
B.4 Select the *RUN* icon.

- B.5 In the *Name* field, enter the name of the person who authorized the release (usually the last Division staff member to sign the chain of custody).
B.6 Enter the disposition code *16*, in the last field on the right of the control number you wish to dispo.
B.6.1 Note: You may enter the dispo code for multiple items with the same case number, look on the list for the control number that matches the evidence item to be released.
B.7 Close the screen by selecting the *Door* icon.
B.8 The release / receipt will print.

Document ID	Revision	Approval	Date Published
4035	5	Trish Beckman	8/12/2015 4:04:42 PM

- B.9 Sign with commission number on the *Released By* space.
- B.10 Have the person receiving the items sign the release / receipt in the *Received By* space.
- B.11 For items being mailed to the submitting agency see the procedure [EV RELEASE Mailing Evidence](#).
- B.12 Place the signed sheets into the Forensic Science Division filing bin.

Document ID	Revision	Approval	Date Published
4035	5	Trish Beckman	8/12/2015 4:04:42 PM